

**NUMBER:** 1602  
**TITLE:** Disposition of Unclaimed or Abandoned Property  
**APPROVED:** April 8, 2010; Revised June 12, 2014; Revised December 7, 2017; Revised April 22, 2022  
**SCHEDULED REVIEW DATE:** April 2027

### Background

The University frequently has property that is either unclaimed or abandoned. [Virginia Code §23.1-or disposal of](#) property. This policy states the policies and procedures to effectuate the disposal of this property.

### Policy

The University shall compliantly dispose of unclaimed or abandoned property in a prudent manner accounting for the rights of individuals and the recognition of the needs of the University.

### Definitions

1. Abandoned Property includes all property that the owner voluntarily relinquishes possession. Abandoned property shall include, but not be limited to, all property left by a faculty or staff member in a University facility after separation from the University. Abandoned property shall further include all items remaining in a room of a residence hall upon the earlier of the conclusion of the housing agreement or the student's separation from the University.
2. Lost Property is property that the owner does not voluntarily relinquish due to accident, oversight, inadvertence, or negligence, and the property owner is unaware of the property's whereabouts.

### Specific Requirements

1. The University shall store all lost and abandoned property at a centralized location and shall publish how lost or abandoned property can be recovered.
2. In instances in which ownership of lost property can be reasonably determined, the University shall notify the owner of the property's recovery. Notification by e-mail at the person's last known e-mail address shall be sufficient. No notice is required when property is abandoned.
3. In the case of either lost or abandoned property, the University shall retain the property a minimum of 120 calendar days after the property is recovered by the University.



